



JOB DESCRIPTION

Position Title: **Principal Analyst**

Working Area: **Budget**

Class Code: 4909

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Advanced professional work in budget preparation, review and analysis, management analysis and evaluation, and related fiscal studies.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assures that assigned departments and divisions conform to overall policies related to management and budget matters. Assists in the development of policies and procedures, which may apply to all Board of County Commissioners Department and agencies. Recommends course of action for policy and procedural changes and devises methods for implementing same.

Responsible for the daily supervision of assigned staff. Participates in hiring, performance evaluation, disciplinary and/or commendatory actions, and terminations for assigned personnel.

Develops and the direction of the department director or division manager, budgets utilizing the established sequence of budget events leading to budget adoption. Conducts analysis and forecasting as part of the overall process of budget preparation, including identification of revenue sources and problem areas.

Monitors assigned departments budget throughout the fiscal year and evaluates departmental requests for additional and/or changes in appropriations and recommends courses of action.

Prepares management studies designed to improve administration, staffing and utilization, work methods, equipment utilization, replacement programs, physical facilities, and other projects and/or studies as directed.

Assists in the development of long-range programs and financial planning to increase the operating efficiency and effectiveness of various departments and divisions. Prepares monthly or quarterly financial reports.

Prepares and makes oral and written presentation to the County Manager and/or the Board of County Commissioners. Participates on various committees as may be assigned.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of laws, regulations and statutes as related to budget development. Knowledge of local government budgeting, financial administration and management evaluation. Knowledge of research techniques as applied to budgetary and management research. Knowledge of systems and operational analysis techniques.

Ability to analyze departmental operations and make recommendations for efficient and economical operating methods in the form of clear and comprehensive reports. Ability to present ideas clearly and concisely, both orally and in writing. Ability to identify and analyze significant trends from detailed financial records and reports. Ability to establish and maintain effective working relationships with the County Manager, Deputy County Manager, Department Directors, elected officials and the general public. Ability to effectively use a personal computer and other computer systems to accomplish assigned tasks.

Bachelor's Degree in Finance, Accounting, Public or Business Administration or a closely related field and three (3) years of progressively responsible professional experience in the field of budget preparation and management analysis, of which two (2) years of experience must have been with a public agency. One (1) year of experience must have been in a supervisory position. A Master's Degree is preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment